

PERSONNEL BOARD MEETING
Monday, June 1, 2015 – 6:00 p.m.

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson; Grecia Ferro-Ameneiro, Vice-Chairperson; Norberto Alvarez, Member; Zoraya Pena, Member; Jorge E. Leal, Member

AGENDA

1. Request to hold **Elections** for the positions of Chairperson and Vice-Chairperson.
2. Request to approve the minutes of the May 4, 2015 Personnel Board meeting.
3. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and regulations, received May 2015.

1. Juan Ferrando	Fire Department
2. Gabriel Arrojas	Police Department
3. Carlos R. Quesada	Public Safety Communications
4. Rodolfo Betancourt	Public Works
5. Margarita Villalobos	Risk Department
6. Issiah Small	Solid Waste
4. Report of Leave without Pay for May 2015.
5. Report of Civil Service Appointments for May 2015.
6. Report of Civil Service Resignations for May 2015.

1. Olga Lillian Dabalsa	Community Development
2. Ulises A. Fernandez	Community Development
3. Daniel Aleman	Fire Department
4. Carlos Velladares	Police Department
5. Jaclyn Gutierrez	Police Department
6. Roy Tillman	Police Department
7. Yosbel Igarza	Police Department
7. Report of Maternal/Paternal Leave for May 2015.

1. Angel Alvarez	Fire Department
2. Efrain Vidal	Police Department

8. Report of Leave of Absence for May 2015. **None**
9. Request to certify the eligibility list for **Building Official.**
10. Request to certify the eligibility list for **Deputy City Clerk.**
11. Request to conduct a Civil Service examination for the **Complaint Officer I** position with the following criteria:
 - a. In House and Open to the public
 - b. 100% Written
 - c. Pass/Fail 25-wpm Typing Test
 - d. Pass/Fail English/Spanish Voice Test
 - e. Must obtain a minimum score of 70% on the written portion in order to sit for the pass/fail typing portion.
 - f. Must pass the typing portion in order to sit for the pass/fail voice portion.
 - g. Must obtain a minimum score of 70% as well as pass the typing and voice portions in order to be placed on the eligibility list.

Copy of the job description is attached. (No eligibility list on file)
Range 47 – \$1,056 - \$1,993 Bi-weekly
12. Request to conduct a Civil Service examination for the **Complaint Officer II** position with the following criteria:
 - a. In House and Open to the public
 - b. 100% Written
 - c. 25 WPM Pass/Fail Typing Test
 - d. Pass/Fail English/Spanish Voice Test
 - e. Must obtain a minimum score of 70% on the written portion in order to sit for the pass/fail typing portion.
 - f. Must pass the typing portion in order to sit for the pass/fail voice portion.
 - g. Must obtain a minimum score of 70% as well as pass the typing and voice portions in order to be placed on the eligibility list.

Copy of the job description is attached. (No eligibility list on file)
Range 48 – \$1,077 - \$2,170 Bi-weekly
13. Request to conduct a Civil Service exam for the **Police Radio Dispatcher** position with the following criteria:
 - a. In House and Open to the public
 - b. 100% Written
 - c. Pass/Fail 25-wpm Typing Test
 - d. Pass/Fail English/Spanish Voice-Radio Test

- e. Must obtain a minimum score of 70% on the written portion in order to sit for the pass/fail typing portion.
- f. Must pass the typing portion in order to sit for the pass/fail voice portion.
- g. Must obtain a minimum score of 70% as well as pass the typing and voice portions in order to be placed on the eligibility list.

Copy of the job description is attached. (No eligibility list on file)

Range 49 - \$1,116 - \$2,355 Bi-weekly

14. Request to hear **Unfinished Business.**

15. Request to hear **New Business.**

NEXT PERSONNEL BOARD MEETING: Monday, August 3, 2015 at 6:00 P.M.

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.